

As you may be aware, from 1 April 2016 the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) places a number of obligations on all relevant authorities. These include:

1. To keep a register of individuals and associations of individuals who wish to acquire serviced plots of land to build their own homes in the authority's area and to have regard to those registers in carrying out their planning, housing, land disposal and regeneration functions.
2. To give suitable development permission in respect of enough serviced plots to meet the demand.

I am writing to you as part of work commissioned by the National Custom & Self Build Association (NaCSBA) with regards the administration of your self build registers with regards the following question(s).

Question 1

Given that you have, or about to, impose a local connection test with regards your self build register we are requesting the following:

1. The details of the local connection test that is applied.
2. Details of any public consultation undertaken before the test was introduced.
3. The formal papers and the supporting documents that were prepared with regards the decision to impose the local connection test. In line with legislation/ regulation these should ideally cover:
 - a. The "strong justification" for imposing the test.
 - b. The specific "recognised local issue" that gave rise to the test.
 - c. The "desired effect" that the test is seeking to achieve.
 - d. The timings for the "periodic reviews".
4. Details of the analysis undertaken since the implementation (if undertaken) of the local connection test to review the approach with regards:
 - e. The "strong justification" for imposing the test.
 - f. The specific "recognised local issue" that gave rise to the test.
 - g. The "desired effect" that the test is seeking to achieve.
5. Other written policies where you apply a local connection test as part of your planning policies or processes, other than for custom and self-build.

Question 2

Given that you have, or about to, impose a charge with regards your self build register we are requesting the following:

2. The formal papers and the supporting documents that were prepared with regards the decision to impose the charge(s) on the register. In line with legislation / regulation these should ideally cover:
 - a. The detailed cost analysis to support the introduction of your charges setting out the justification for each charge imposed.
 - b. Your analysis to ensure that the charges that you planned to apply would be proportionate and that it should not act as a deterrent.
 - c. The plans to review your charges to ensure that they remains proportionate, reflects genuine cost and do not act as a deterrent.
3. Details of the analysis undertaken since the implementation of the charge (if undertaken) to ensure that the charge that it remains proportionate, reflects genuine cost and has not and will not act as a deterrent. This should include any impact on the numbers on your register as a result of the change.